

INFORMATION SHEET FOR 2009 USED MOTOR VEHICLE DEALER LICENSES

NOVEMBER 1, 2008 is the deadline to submit your renewal application for used dealer licenses for 2009.

Renewal application fees are \$200.00 and \$100.00 for each additional location. Any renewal applications received in this office postmarked after **December 31, 2008**, will be assessed a \$100.00 late penalty per dealer license. Any change that occurs on a dealership regarding ownership, partnership, corporation, name or address change will be assessed \$100.00 fee. **Salesman application fee is \$25.00.**

2009 dealer plates cannot be applied for until you are in receipt of your 2009 dealer licenses. Do not send your dealer plate applications or fees to this office. **Please direct all questions regarding your dealer plates to the Office of Motor Vehicles, Special Plate Unit at (225) 925-6364.**

Please be patient! The office will no longer be able to issue licenses to dealers that walk in. **No 2009 dealer codes will be given out over the telephone.**

Beginning November 1, the Administrative Coordinator 3 will no longer be accepting telephone calls. Please feel free to leave your name and telephone number on their voice mail, your calls will be returned in the order they are received. Please leave only **ONE** voice mail. You will receive your licenses or a sendback letter, stating information needed, once your paperwork has been processed.

SUBMIT THE FOLLOWING ITEMS:

1. Applications - completed, notarized and returned by the dealer. **Applications will not be accepted from insurance companies or title companies.**
2. **Telephones must be listed in business name. NO CELLULAR PHONES.**
3. Continuation Certificate for your surety bond- **ORIGINALS ONLY ACCEPTED.**
4. Certificate of Insurance - listing name of dealership, physical address and all licensed salesmen.
5. Remit appropriate fees- **Please submit one check for all application fees.** Cash, check, cashier's check or money order only. Credit cards may be used only for online renewals (see page titled "Online Renewal Instructions").

Incomplete paperwork will delay the issuance of your license. Please submit **ALL** necessary documents at one time.

Paperwork is processed in the order in which it is received.